

Procedures for Clearance of Separating Employees

As soon as possible after notification of separation is given by the employee, the supervisor must submit an SF-52, Request for Personnel Action to the servicing [Workforce Management Office](#). The following items should be included in the separation package which accompanies the SF-52.

1. The CD-126, Separation Clearance Certificate, initiated by the supervisor.
2. CD-529, Lump Sum Leave or Compensatory Time Payments initiated by the timekeeper.
3. The AD-717, Leave Audit prepared by the timekeeper. Timekeeper obtains audit report from WebTA and contacts NOAA Time and Attendance Office for comparison to National Finance Center (NFC) records.
4. Employee Performance Folder (EPF) submitted by supervisor.

If the above forms are not received the lump sum annual leave payment for employee will be delayed.

Note: For retirement cases the SF-52 is submitted in advance, therefore, the accompanying forms should be submitted closer to the time of retirement.